WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

□ CUPE X Other

Vetted By: _____ Date: _____

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JOB TITLE: CECRP1 – Centre Intern

DEPARTMENT NAME: Centre for Early Childhood Research & Policy

CONTACT NAME: Beverly Smith

JOB DESCRIPTION:

This is a learning and working opportunity that involves assisting with the planning, and coordinating of various activities of the Centre. These activities include research projects (Nature Kindergarten project/ Aboriginal physical activity resources) and events (Research Seminar Series, research days and brown-bags) and administration. The incumbent will report to the Associate Director of the Centre and be involved in all organizational components: promotion, facilitation, records and evaluation.

QUALIFICATIONS:

This is a great opportunity for students with strong organizational and communication skills. The Centre is multi-faculty and welcomes applicants from a variety of related backgrounds. The incumbent requires an interest in early childhood (0-6 yrs); experience with event planning, administration and delivery; excellent communications skills and training in experimental methods. Video and database skills are also desirable.

JOB LOCATION ON-CAMPUS: University House #3

WORK STUDY WAGE: $11.00

HOURS AVAILABLE: 110

HOW TO APPLY: Please send cover letter, resume, and reference to reach@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php